



American Consulate General, Chennai

April 7, 2006

Vacancy Announcement

American Consulate General, Chennai, is seeking an individual for the position of Gardener in General Services unit of Management section.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be considered. Only completed and signed forms will be considered. (Refer to application procedure below)

Only applicants who are selected for skills test/interview will be contacted.

ANNOUNCEMENT NUMBER: CHE-PSAP-2006-06

OPEN TO: Interested Candidates

POSITION: Gardener
FSN-1310-02

NUMBER OF POSITIONS: One (MLA526018)

OPENING DATE: April 7, 2006

CLOSING DATE: April 21, 2006

WORK HOURS: Full-time; 48 hours/week

SALARY: **EFM/MOH/NOR:** Grade: FP-CC*
Ordinarily Resident: Grade: FSN-02*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE CONSIDERED.

BASIC FUNCTION OF POSITION

Plants and maintains gardens and lawns at the Consulate, U.S. Government owned and leased buildings and the Principal Officer's residence.

Prepares soil and plants, cultivates, fertilizes, waters, sprays, prunes and transplants shrubs, trees, vegetables, flowering plants, perennial and annual flowers.

Pots certain plants and maintains them for indoor display. Seeds, fertilizes, waters and generally maintains lawns.

QUALIFICATIONS REQUIRED:

- a. Completion of Elementary school (VIII STD) is required.
- b. One year experience as gardener is required.
- c. Level I (Rudimentary) in English and level II (limited knowledge) in Tamil are required.
- d. A good working knowledge of how to plant and take care of plants and flowers typical of the area is required.
- e. Must have the ability to use tools of the trade.

SELECTION PROCESS

When equally qualified, Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above, in their applications.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available on website http://chennai.usconsulate.gov/job_opportunities.html
2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

American Consulate General
Attention: Ms. Kelly L. Buenrostro
Management Office
220 Anna Salai
Chennai 600 006

POINT OF CONTACT

Vijaya Mahesh

Telephone: 2811-2000

Fax: 2811 2022 /2811 2020

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the subject announcement must be received in the Management Office by close of business April 21, 2006.

An Equal Opportunity Employer